

# Special Session

<b>Agenda Item #</b>	2
<b>Meeting Date</b>	January 22, 2007
<b>Prepared By</b>	Abel Castillo Information Systems Manager
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Single Reading Ordinance Awarding a Contract for a Replacement Voice Mail System
<b>Background</b>	<p>The voice mail computer and associated hardware has been on line since February of 2002 and is no longer being supported by the manufacturer. The current system has been reduced from 12 ports to 8 ports due to a faulty card which is no longer being manufactured. This, coupled with the age of the system, argues for a new and improved system.</p> <p>An RFP was issued and publicized on the City's Web Page. Copies were sent to five vendors who provide the required equipment and installation. Only Clear Connection, Inc. made a proposal, which was in the amount of \$30,814. Of this amount, \$14,000 is a manufacturer required deposit. This RMA Security key deposit will be refunded by the manufacturer upon the completion of the voice mail installation and the return of the license key code for the existing system. The net cost, therefore, is \$16,814. The proposal of Clear Connection, Inc. is responsive. The firm is a NEC certified vendor that has provided excellent phone service repairs for the City.</p>
<b>Policy</b>	Chapter 7 of the City Code provides that The City Council shall, by ordinance duly enacted, approve all expenditures of \$10,000.00 or more provided, however, that ordinances approving such expenditures may be enacted upon a single reading without being read at 2 meetings of the City Council prior to adoption, if each such expenditure is specifically authorized in the budget ordinance for the current year or an ordinance revising it and the cost of the procurement is equal to or less than the budgeted amount.
<b>Fiscal Impact</b>	The adopted FY 07 Budget allocated \$9,650 for a voice mail system and \$7,500 for a server, which covers the net cost for the new voice mail system.
<b>Attachments</b>	Draft Single Reading Ordinance
<b>Recommendation</b>	Approve the attached ordinance authorizing the purchase and installation of the voice mail system from Clear Connection in the amount of \$30,814 (net \$16,814).
<b>Special Consideration</b>	

Introduced by:

Single Reading:

**ORDINANCE NO. 2007-  
PURCHASE AND INSTALLATION OF VOICE MAIL SYSTEM**

**WHEREAS,** the adopted FY07 Budget allocated funding in the amount of \$9,650 for the purchase of a new voice mail system; AND

**WHEREAS,** the adopted FY07 Budget also provided \$7,500 for the purchase of a server; AND

**WHEREAS,** Clear Connection, Inc., submitted the only proposal in the amount of \$30,814 of which \$14,000 is a manufacturer required deposit; AND

**WHEREAS,** this RMA Security key deposit will be refunded by the manufacturer upon the completion of the voice mail system installation, making the net cost of this purchase \$16,814; AND

**WHEREAS,** Clear Connection Inc., is an NEC certified vendor that has done excellent phone service repairs for the City; AND

**WHEREAS,** the Clear Connection Proposal is considered by staff to meet all of the established requirements.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:** the City Manager or her designee is authorized to enter into a contract with Clear Connection, Inc., for the purchase and installation of an upgraded voice mail system, as outlined in the request for proposals in an amount not to exceed Thirty Thousand Eight Hundred Fourteen Dollars (\$30,814), of which Fourteen Thousand Dollars (\$14,000) is a security deposit which will be refunded to the City upon the completion of the voice mail system installation and the return of the license key code for the existing system.

Adopted this \_\_\_\_ day of January, 2007 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: